Create a Deposit for Foreign Currency Cash

To create a deposit for **Foreign Currency Cash**:

1. From the Deposit **Processing tab**, select **Create Deposit** and click **Foreign Currency Cash**.

2. From the *Select OTC Endpoint* page, select an OTC Endpoint.

3. The *Step 1 of 3: Define Deposit Preparation Information* page displays. Enter the deposit preparation information.

> ### Application Tip
>
> For data security, a message displays discouraging users from entering Personally Identifiable Information (PII) in user defined fields (UDFs).

If the currency conversion service is not available, "*Currency conversion service is not available*" will be displayed on the page. If you receive this message you may continue preparing your deposit by completing the steps in section A below and clicking **Next**. If you do not receive the message indicating the service is unavailable follow the steps in section B.

A. **Currency conversion service is not available:**
   - Enter the **Deposit Total (USE Dollars)** in US Equivalent dollars, **Currency Code**, **Foreign Currency Amount** and **Transaction ID**.
   - (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and To dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field** details.
   - Click **Next**.

B. **Currency conversion service is available**:
   - Select the **Currency Code**, enter the **Foreign Currency Amount** and select a **Financial Institution**.
   - (Optional) Under **Agency Information**: enter comments in **Agency Use (Block 6)**, enter the **From** and **To** dates of the receipts processed, select the **Fiscal Year**, enter the **Alternate Agency Contact**, and, if applicable, enter the **User Defined Field details**.
   - Click **Next**.

> **ⓘ Application Tip**
>
> When completing the **Alternate Agency Contact** field, include the following:
>
> - Name
> - Email address
> - Phone Number
>
> **The entry cannot exceed 400 characters.**

4. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code or Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

> **ⓘ Application Tip**
>
> If the **Agency Accounting Code** label has been customized at the organization level, the custom label will be displayed, instead of the default label of "**Agency Accounting Code**."

> **ⓘ Application Tip**
>
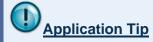> At least one accounting code entry is required. Additional entries are optional.

> **ⓘ Application Tip**
>
> Accounting codes will be listed in the drop-down menu:
> - If they *are not* identified as TAS or
> - If they *are* identified as TAS and designated by SAM as **Valid**
>
> Accounting codes will not be listed in the drop-down menu if they are identified as TAS and are in the process of being validated by SAM.
>
> If no accounting codes are listed, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.

> **Application Tip**
>
> The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, re-validate your subtotal entries.

5. Click **Next**.

6. The *Step 3 of 3: Review Deposit Preparation Information* page appears. Verify the deposit information is correct and then click **Save as Draft**, **Save for Approval**, or **Submit**.

    If you click **Save as Draft**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Draft** status.

    If you click **Save for Approval**, an *Acknowledgement* page appears showing the Voucher Number of the deposit and a message confirming that the deposit information has been saved with **Awaiting Approval** status.

    If you click **Submit**, a *Confirmation* page appears showing the deposit information detail. Your OTCnet deposit ticket will also generate at that time.

    The Deposit Ticket, together with Foreign Currency Cash and/or Foreign Check Items, should be mailed or sent immediately to Bank of America**:**

    - For **foreign currency cash under $5,000 USD value** mail to:
      Bank of America GBN-LA
      Mail Code: CA9-924-01-11
      2706 Media Center Drive
      Los Angeles, CA 90065-1733

    - For **foreign currency cash over $5,000 USD value**:
      Call Bank of America's banknote trading desk number (800-387-1012) for an armored courier pick up.

    - For **foreign checks** mail to:
      Bank of America
      Foreign Transit Items
      TXI-160-06-24
      1950 N Stemmons Fwy
      Suite 6001
      Dallas, TX 75207-3132

Application Tip

Depending on your role, deposit status, and if there is an enforced separation of duties, you will have certain processing options available. For more details about deposit processing options, refer to *Chapter 3: Create and Modify Deposits of the OTCnet Participant User Guide.*

Application Tip

Additional buttons on the page that help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Update** to remove any accounting code subtotal date from the accounting code subtotal summary table.